

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS04712666  
POSITION NO: 947931  
POSITION TITLE: EMT Supervisor

DATE POSTED: 10/12/16  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DPS / Emergency Medical Services / Kayenta, AZ

|                                  |                                                            |                               |
|----------------------------------|------------------------------------------------------------|-------------------------------|
| WORK DAYS: <u>MON - FRI</u>      | REGULAR FULL TIME: <input checked="" type="checkbox"/>     | GRADE/STEP: <u>AB64A</u>      |
| WORK HOURS: <u>8:00AM-5:00PM</u> | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ | \$ <u>40,414.40</u> PER ANNUM |
|                                  | SEASONAL: <input type="checkbox"/> DURATION : _____        | \$ <u>19.43</u> PER HOUR      |
|                                  | TEMPORARY: <input type="checkbox"/>                        |                               |

**DUTIES AND RESPONSIBILITIES:**

Must be available on a 24 hour/days/week basis. Will be subject to callback or standby duty. Will provide direct management/supervision over a staff of eleven (11) or twelve (12). Will be responsible for the care and maintenance of ambulance unit. Must be able to plan, coordinate, direct, organize and control the activities of a Emergency Medical Service "Service Base" to which assigned. Must be able to travel or take assignments on moments notice. Must be able to teach or talk to citizens, schools, or individuals about the services of Emergency Medical Service.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and four (4) years experience as an Emergency Medical Technician Basic, Intermediate, or Paramedic, one (1) year of which must have been managing and/or training Emergency Medical Technicians, Paramedics or related programs.

**Special Requirements**

Must possess a current Emergency Medical Technician-Basic, Emergency Medical Technician Intermediate or Paramedic License; a valid state drivers license; a current Cardiopulmonary resuscitation (CPR) Health Care Provider certificate. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Incumbents with an EMT Basic License must obtain an Emergency Medical Technician Intermediate License within one (1) year of appointment. Additional licenses or certificates may be required.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Must be familiar with Hospital or Clinic Systems; filing, typing, recordkeeping, some computer knowledge and standard office practice.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**